

NCSC Alternate Assessment Responsibilities of Test Administrators

The Test Administrators involved in the administration of the NCSC Test have assigned responsibilities.

Test Administrators (TAs)

Who can be a TA?

- A certified and licensed educator familiar with the student, typically the student's teacher, who has completed the required NCSC Online Test Administration Training for Test Administrators, end-of-module quizzes, and the end-of-training final quiz with at least an 80% accuracy score can administer the Test.
- If a student's teacher has a long-term substitute who is a certified and licensed educator, has completed the required NCSC Online Test Administration Training and end-of-module quizzes, and attained at least an 80% accuracy score on the end-of- training final quiz, then the long-term substitute can administer the Test.

Table 6. Responsibilities for Test Administrators

(Please refer to Appendix A. in the Test Administration Manual for State Specific Information)

Recommended Timeline	BEFORE TEST ADMINISTRATION
Week of March 9-March 23	Sign state-specific test security and confidentiality forms. Submit signed form to System Test Coordinator to keep on file
March 9-March 23	Complete NCSC Online Test Administration Training and attain at least an 80% score on End-of-Training Final Quiz. (The final quiz may be taken as many times as necessary to reach the minimum score.)
March 23-March 30	Complete Student Demographics and Learner Characteristics Inventory. Complete Accommodations: Before Test, for each student being tested. Complete the Student Response Check, as needed for each student.
March 23-March 30	Review the TAM section on Optimal Testing Conditions, Assessment Features, and Test Accommodations and make appropriate arrangements for students; provide a printed version of the test if a student needs this accommodation (refer to Appendix A. State Specific Information)
March 23-March 30	Ensure the student is taking the appropriate grade level test.

March 23- March 30	Download a hard copy of the Directions for Test Administration (DTA), or use a separate computer to access the DTA for the test. Read the DTA; prepare and organize materials and print the reference sheets as specified in the DTA.
Available starting March 9	Review and complete the sample items with the student.
March 30- May 15	DURING TEST ADMINISTRATION
	Implement the DTA as written and complete test administration by May 15, 2015. Provide accommodations (see Table 12).
	Report technology concerns to the TC or NCSC Help Desk.
	Maintain test security by ensuring all test materials are in a secure and locked location when not testing.
March 30- May 15	AFTER TEST ADMINISTRATION
	Report inappropriate test practices to the STC or DTC.
	Give all printed copies of the test, DTAs, scoring rubrics, student login information, scratch paper, student work, etc., to the TC for secure shredding.
	Submit the Tests and complete the Accommodations: After Test and the End of Test Survey.

Contact State NCSC Coordinator or NCSC Help Desk as needed.

Montana NCSC Coordinator Contact

Yvonne Field
yfield@mt.gov
 406-444-0748

NCSC Test Help Desk Contact Information

Phone: 866-239-0708

E-mail: NCSCServiceDesk@measuredprogress.org

Help Desk Availability

The NCSC Service Center is open M-F from 8AM to 5PM EST, with extended hours (until 8PM EST) between February 23 and May 20, 2015.

NCSC Online Test Administration Training Requirements for Test

Administrators

To ensure that the Test is administered in a standardized manner, TAs must complete the NCSC Online Test Administration Training modules for Test Administrators, which will be available March 9, 2015 through May 15, 2015. The training modules are customized for the specific responsibilities of the TA and provide important information from three documents that TAs use: (1) Test Administration Manual (TAM), (2) Directions for Test Administration (DTA), and (3) NCSC Assessment System User Guide for Test Administrators. All TAs must complete the end-of-training final quiz with at least an 80% accuracy score to access the DTAs and administer the Test to the assigned students. The final quiz may be taken as many times as is necessary to reach the minimum score. Table 7 provides an overview of the training modules that are required for TAs.

Table 7. Required NCSC Online Test Administration Training for Test Administrators

Below is a summary of the topics that are covered in the Online Test Administration Training for the Test Administrators. (Please refer to Appendix A. in the Test Administration Manual for State Specific Information.)

Module 1: Training Requirements and Responsibilities of Test Administrators
Module 2: Overview of NCSC AA-AAS (Test) and Testing Integrity
Module 3: Optimal Testing Conditions and Assessment Features
Module 4: Test Accommodations and Procedures for Assessing Students Who Are Blind, Deaf, or Deaf-Blind: Additional Directions for Test Administration
Module 5: Navigate the Assessment System
Module 6: Before Test: Complete Demographics, LCI, and Accommodations
Module 7: Student Response Check
Module 8: Student Experience in the NCSC Assessment System
Module 9: Mathematics DTA – Administer the Test
Module 10: ELA DTA: Reading – Administer the Test
Module 11: ELA DTA: Writing – Administer the Test
Module 12: Upload Evidence for ELA Constructed Response Writing Item
Module 13: Submitting or Closing a Test, Accommodations- After Test, and End of Test Survey